



**Job Title:** Noon Aide  
**Site:** St. Joseph Catholic School  
**Reports To:** Principal  
**FLSA:** Hourly, part-time, non-benefit eligible  
**Supervises:** Transitional Kindergarten through 8th grade students

### **Overview**

The St. Joseph Catholic School is hiring Noon Aides to supervise students during their lunch period. Noon aides will supervise lunch areas, playground and other designated areas with attention to health, safety and behavior of students. Prior experience of working with children ages 4 to 15 is desired but not required.

### **Job Duties**

- Responsible for supervision of student Transitional Kindergarten through 8th Grade.
- Supervise lunch areas, playgrounds, and other areas assigned by supervisory personnel.
- Supervise and help students with conflict resolution.
- Ability to work calmly and effectively with students and staff.
- Ability to stand for extended periods of time.
- Ability to walk, run, squat, kneel or crouch throughout the entire shift, if needed.
- Ability to work indoors and outdoors on hot or cold days.
- Dependability and reliability is essential.

### **Schedule:**

- 4 positions available
  - 2 M/W/F 11:45am to 1:15pm
  - 2 T/Th 11:45am to 1:15pm
- School in session 8/23/21-6/17/2022 (school holidays and minimum days will be observed)

\*\*Please email resume with cover letter to the principal, Amanda Hawley, at [ahawley@sisplacentia.org](mailto:ahawley@sisplacentia.org)

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